

Appendix C: Changing Your Password

Authorized Users and Coordinators can change their own HUD password, if necessary. However, if you forget your password, you must contact the REAC Technical Assistance Center to have the password reset.

— *NOTE: Unlike user IDs, User passwords are not accessible to Coordinators.*

To change your own password:



1. On the **Secure Systems** main page, under the *System Administration* heading, click on the Password Change link. The **Change Password** page displays.



HELP

Change Password

Please enter a new Password

User ID M11111

Old Password:

New Password:

Retype New Password:


Login

Notice to internet users: Your password change request may not take effect for up to 15 minutes.

BACK

2. Enter the *Old Password* and tab to the next field.
3. Enter the *New Password* and tab to the next field.
4. Retype the *New Password*.

— **NOTE:** Remember – passwords are case-sensitive. When you log in you must enter your password exactly as you requested it.

5. Click on the Login  button. The old password is changed to the new password and the **Secure Systems** page displays.

— *NOTE: The password change is not instantaneous; it may take up to 15 minutes to implement on the server.*



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